

**Department of Intellectual and Developmental Disabilities**  
**Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
<b>6.3.a. Family Support Program</b> Family Support Directors and Family Support Coordinators							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Assisting People with Intellectual and Developmental Disabilities in Choice Making; (formerly Making Choices Supporting individuals)  [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript

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<p style="text-align: center;"><b>6.3.b. Waiver Service Providers</b></p> <p style="text-align: center;"><b>6.3.b.1. Direct Support Professionals (DSP) and DSP supervisors.</b></p> <p style="text-align: center;">Direct support staff provides direct, hands-on services and supports to people supported by the agency.</p>							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Environmental Safety for Individuals with IDD <b>AND</b> Risk Management for individuals with DD <b>AND</b> Physical Safety in the Workplace  [CDS] Safety at Home and in the Community	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
	[ELT] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format

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	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT]Assisting People with Intellectual and Developmental Disabilities in Choice Making (formerly Making Choices Supporting individuals) [CDS] Individual Rights and Choice		X			Classroom Web-based	Certificate Transcript
	[ELT] Principles and Practices of Effective Direct Supports (The Role of the Direct Support Professional) [CDS] Direct Support Professionalism		X			Classroom Web-based	Certificate Transcript

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	[ELT] Person Centered Planning for Individuals with Developmental Disabilities <b>AND</b> Supporting Quality of Life for a Person with Developmental Disabilities. (formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults & Seniors)  [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript
	[ELT] Systematic Instruction Strategies (formerly Strategies for Teaching Individuals with DD, Part 1&2)  [CDS] Teaching People with Disabilities		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Support for Direct Support Professionals  [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript
Prior to administering medications. Must Recertify every two (2) years	Medication Administration for Unlicensed Personnel					Classroom	Certificate
<b>6.3.b.2. Program Support Staff</b> Staff who do not provide direct, hands-on services and assist with care coordination.							

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	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] People with Disabilities Building Relationships & Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[ELT] Person Centered Planning for Individuals with Developmental Disabilities <b>AND</b> Supporting Quality of Life for a Person with Developmental Disabilities. (formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults & Seniors)  [CDS] Person Centered Planning and Supports		X			Classroom Web-based	Certificate Transcript

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Incident Management Coordinator only	TNDIDD Protection from Harm - Advanced for Incident Managers		X			Classroom Web-based	Certificate Transcript
	[ELT] Overview of the Principles of Positive Behavior Support for Direct Support Professionals  [CDS] Positive Behavior Support		X			Classroom Web-based	Certificate Transcript
<b>6.3.b.3. Day and Residential Management Staff</b> Staff who do not provide direct hands-on services but whose responsibilities include management of all aspects of a business entity providing day, behavior respite, residential, respite and/or personal assistance services.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	[ELT] People with Disabilities Building Relationships & Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript

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Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
New Providers	<b>New Provider Orientation</b> --The chief executive officer/executive director or Board Chairperson to attend within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD.			X		Classroom or Web-based	Certificate

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<b>6.3.b.4. Administrative and Operational Support Staff</b> Staff who do not provide direct, hands-on services but whose responsibilities include core business functions.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[ELT] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

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<p style="text-align: center;"><b>6.3.b.5. Clinical Services Staff</b></p> <p style="text-align: center;">Physical and Occupational Therapists, Speech and Language Pathologists, Physical and Occupational Therapy Assistants, Dietitians, Orientation and Mobility Specialists, Behavior Analysts or Specialists, Registered Nurses (RNs), and Licensed Practical Nurses (LPNs).</p>							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly: Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
Required for Director and Managerial Staff	Regional Office New Provider Orientation			X		Classroom Regional Office	Certificate

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Required for Behavior Services and Therapeutic Services Providers	Regional Clinical Services Orientation				X	Classroom Regional Office	Certificate or sign in sheet
<b>6.3.b.6. Subcontractors</b> All subcontracted staff must complete training based on their job responsibilities, regardless of position title.							
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
<b>6.3.b.7. Providers of Self-Directed Services</b> <b>(Day - non-facility based; Individual Transportation; Personal Assistance; Respite -single person agency)</b> All provider staff must complete training based on their job responsibilities, regardless of position title, in addition to the courses listed below.							

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Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

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	[ELT] Environmental Safety for Individuals with Developmental Disabilities <b>AND</b> Risk Management for Individuals with IDD <b>AND</b> Physical Safety in the Workplace.  [CDS] Safety in the Home and the Community		X			Classroom Web-based	Certificate Transcript

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<b>6.3.b.8. Agency Trainers for Continuation of Staff Instructions</b> Providers must work with clinicians to designate, at a minimum, one trainer to carry out ongoing staff training on individual specific instructions.							
When needed	Designated Trainer on Specific Staff Instructions					On-the-Job	Sign-in Sheet
<b>6.3.c. Independent Support Coordinators (ISC) and ISC Managerial Staff</b> Staff and managers who provide support coordination services.							
	[ELT] TNDIDD Protection from Harm including Incident Management Forms <b>AND</b> Abuse and Neglect for Individuals with I/DD; (formerly:Identifying and Preventing Dependent Adult Abuse)  [CDS] Maltreatment of Vulnerable Adults and Children; Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Transcript ISC Training Checklist
	[ELT] People with Disabilities Building Relationships & Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens)  [CDS] Universal Precautions	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA)  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[ELT] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Transcript ISC Training Checklist

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ISC New Providers	<b>New Provider Orientation</b> --The chief executive officer/executive director or Board Chairperson to attend within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD.			X		Classroom or Web-based	Certificate
Pre-requisite for next course	Person-Centered Thinking [2 day course]				X	Classroom	Transcript ISC Training Checklist
	Person-Centered ISP Training (includes Outcomes & Action Steps component)				X	Classroom	Transcript ISC Training Checklist
	Appeals Process				X	Classroom Webinar	Transcript ISC Training Checklist
	Information and Training Specific to the Person	X				Classroom on-the-job	Agency Format
	[ELT] TNDIDD Assessments				X	Web-based	Transcript ISC Training Checklist
	[ELT] TNDIDD- TennCare Waiver				X	Web-based	Transcript      ISC Training      Checklist
	Mentoring & guidance with opportunities to practice support coordination duties in a manner that promotes development & mastery of essential job skills				X	Performed by each ISC Provider- on the job	Transcript      ISC Training      Checklist

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<b>6.3.d. Developmental Center Staff Employed by Providers in the Community</b> Direct support professionals who are employed or were previously employed by a State developmental center.							
	[ELT] People with Disabilities Building Relationships & Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Standard Precautions; (formerly Blood-borne Pathogens) [CDS] Universal Precautions	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] Confidentiality and Health Information Portability and Accountability Act (HIPAA) [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[ELT] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
<b>6.3.e. Rehired Staff</b> All staff who have been employed out of the field of intellectual disabilities for a year or more (six months or more for Medication Administration providers), must complete training based on their job responsibilities.							
<b>6.3.f-h Volunteers, Students and Interns, and Natural Supports --- Refer to the Provider Manual for specifics regarding required training</b>							
<b>Job Coaches</b> All staff delivering employment supports as part of supported employment services, regardless of job title.							
	[ELT] TNDIDD Job Coach Training	X				Classroom Web-based	Certificate Transcript
	[ELT] TNDIDD Supports for Success	X				Classroom Web-based	Certificate Transcript

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	[ELT] Creating Community Careers Part 1: Introduction to Customized Employment			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 2: Discovering Personal Genius			X		Classroom Web-based	Certificate Transcript
	[ELT] Creating Community Careers Part 5: Systematic Instruction			X		Classroom Web-based	Certificate Transcript
	[ELT] Effective Communication in the Workplace			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 1: Principles and Practices for Job Finding			X		Classroom Web-based	Certificate Transcript
	[ELT] Evidence-Based Practices in Supported Employment Part 2: Supporting Employed Consumers			X		Classroom Web-based	Certificate Transcript